



REQUEST FOR REMOVAL FROM THE ALTERNATIVE METHOD OF FUNDING

If your organization's fiscal systems and/or financial condition have improved since the organization was placed on the alternative method of funding, you should provide the Office of Inspector General (OIG) with a copy of the following:

1. Most recent audited financial statements.
2. Most recent unaudited financial statements.
3. Organizational Budget
4. Organizational Chart.
5. Most recent Board of Directors meeting minutes.
6. Most recent request for reimbursement
7. Detailed expenditure listing from the financial system to support total outlays reported on the most recent request for reimbursements.
8. Any supplemental ledgers to support the total outlays reported.

After the OIG reviews the financial information, you may be asked to provide additional documentation to support expenditures charged to the grant. After completion of the OIG's review, the Audit Followup Official will make a determination as to whether the organization will return to the regular method of funding.

You may submit the above information to the Office of Inspector General using any of the following methods:

E-mail: oig@arts.gov

Fax: 202-682-5649

Mail: National Endowment for the Arts
Office of Inspector General
1100 Pennsylvania Avenue, NW, Room 601
Washington, D.C. 20506.

If you have any further questions, you can call the Office of Inspector General at 202-682-5402.